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## **DRC Mitigation Field Supervisor**

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### **Position Statement**

Supervises Mitigation Advisors assigned to the DRCs. The position may be staffed from a centralized DRC location when opened DRCs exceed 10 (ten) or at the discretion of the DRC Mitigation Manager. Ensures compliance with policies and directions of the DRC Mitigation Manager. Oversees logistics, administrative functions and training and development of Mitigation Advisors. Coordinates with the Human Services DRC managers to optimize applicant routing and maximize opportunities for interviews with the DRC Mitigation Advisors. Reports directly to the DRC Mitigation Manager and keeps him informed of special needs and reviews reports for accuracy and timeliness.

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### **Attributes**

#### **Knowledge**

Excellent knowledge of FEMA programs, mitigation literature and understands roles and responsibilities of other federal and state agencies, public and private business. Good knowledge of available video, visual aids and knows all phases of CEO Branch functions and responsibilities. Familiar with policies concerning equal employment opportunities, ethics, and safety. Good knowledge of FEMA mitigation measures and funding (Hazard Mitigation Grant Program, National Flood Insurance Program and 800 Series/Minimization Project, ***Project Impact*** and Small Business Administration). Understands environmental and community planning issues. Familiar with Public Affairs Officer and the importance to the outreach operations.

#### **Skills and Abilities**

- ❑ Effectively manages multiple complex projects and large team field supervision. Uses clear and concise oral and written communication, organizes time and resources for maximum efficiency, uses effective interpersonal, administrative, leadership, public speaking, team building, presentation, and interviewing skills.
- ❑ Makes logical and mission oriented decisions, readily accepts responsibility for actions establishes priorities and delegates authority.
- ❑ Can operate comfortably under stressful conditions in a politically sensitive environment and manage work related stress conditions.
- ❑ Uses computers and MS Office programs.

#### **Training**

- ❑ Overview of Emergency Management
- ❑ Federal Response Plan
- ❑ NFIP & HMGP Overview
- ❑ FEMA required courses (NEMIS, Mitigation, etc.)
- ❑ Intermediate Course in MS Word & Excel
- ❑ Program management.